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FILE

7 MAR 1968

MINUTES

DD/S STAFF MEETING

5 March 1968 - 1030 Hours

*Meeting (Minutes)*  
*SA*

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2. Fellowships in Congressional Operations

Mr. Richardson said that the Agency may submit three candidates to the Civil Service Commission by 1 May for Fellowships in Congressional Operations for the period November 1968 to August 1969. These awards are designed for young Federal executives, and non-governmental personnel, in the age bracket of 30 to 40 years and in the salary range of GS-12 through 16. The recipient of the fellowship can usually choose the congressman with whom he would like to be associated for half of the fellowship period, and will then move over to serve with a senator. Since 1963 there have been five Agency personnel accepted for the program. Mr. Bannerman asked that Office Heads carefully consider nominations for this program and then let him have the names of nominees by 20 March 1968.

3. Review of Programs

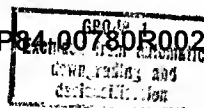
Mr. Bannerman plans to do a preliminary review of office programs on 7 March. If any further response is required from the various offices, the paper will be returned to them for rework well prior to our 25 March deadline for submission to PPB. PPB has also agreed to submit any questions on their part in writing.

4. Deferment of Recruitment

The DD/S has reviewed personnel statistics for the remainder of FY '68, and will send a memo to each Office wherein he will ask that certain Offices hold back from filling existing vacancies pending a 15 May updated review of our ceiling position. Mr. Wattles commented that components should also be looking beyond FY '68 for their personnel requirements in FY '69. Where people will be required for next fall, the selection and processing should be initiated now.

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5. Testing Program

Mr. Bannerman would like to meet with Messrs. Tietjen and Wattles to discuss the Professional Applicant Test Battery. A tentative time of 1400 hours, 11 March was suggested.

6. Support Career Trainees

The DD/S confirmed that the requirement for Support Career Trainees has not yet been reduced for FY '69.

7. Around the Table

a.

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b. Mr. Wattles:

The Office of Personnel is seeking candidates for clerical replacement in Vietnam. Basic requirements: qualified typists, at least one prior overseas tour or several years Agency experience, been screened psychiatrically, late 20's. If we are not able to fill these requirements from within the Agency, it may be necessary to go to the military service for yeoman. Right now we are looking for six clerical. Mr. Bannerman commented that our losses from the recent VC offensive are still not known but the changes necessarily occurring to Agency programs will require, even more than before, first-class people.

c.

Mr. Osborn is home sick.

d. Dr. Tietjen:

The Medical Staff is continuing to gain experience in handling cases in the area of involuntary retirement.

The Staff is also finding it necessary to focus more attention on young applicants who are coming out of recent campus environments.

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These applicants are a different breed than that of several years ago, and show signs of new stresses and strains. Mr. Bannerman, in discussing this item, said that he would like to see the ground rules to be published by Personnel for briefing summer employees with respect to beards, hair do's, tennis shoes, etc.

e. Mr. Richardson:

Ambassador Berger will be proceeding to Saigon as Deputy Ambassador; he is very much pro-Agency.

Mr. Thomas Dunn, of the Program for Management Development at Harvard, has commented on the probability of our having two slots per course instead of one. He also indicated pleasure at the calibre of Agency representatives attending the courses.

The report by the Committee on Manpower is ready for Colonel White. The principle finding of the committee is that the Agency is getting enough quality young officers to provide Agency leadership for the next 15 to 20 years. 84% of supervisors contacted said that young officers now entering on duty are equal to or better than those entering prior to 1963. Mr. Richardson said that this was a very reassuring result of their survey.

f.

The Office of Finance is having some difficulty in analyzing the effect of the overseas reduction on the Office of Finance. Further figures on DD/P planned reductions etc. are required. Mr. Meloon said that he is not yet able to pinpoint personnel reductions by category of employee, by station or base. Eventually this should be possible, but right now things are too much in a state of change.

g. Mr. Meloon:

consideration. Mr. Wattles said that the Office of Personnel is working on a proposal that upon the departure of the employee from the overseas station, the area division will cut a personnel action transferring the


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employee to the Development Complement of the career service component. At the same time the ceiling space will revert to PPB. Financial matters pertaining to the employee will be adjusted between component finance officers. A policy paper, and a procedural paper, along these lines are being discussed between O-PPB,  and Colonel White. Mr. Bannerman commented that he will look into this proposal.

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8. The meeting adjourned at 1140 hours.



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Special Assistant to the  
Deputy Director for Support

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DD/S STAFF MEETING

5 March 1968

ACTION ITEMS

1. Mr. Bannerman to advise offices of necessary additional backup material for their program submissions after his review of 7 March.
2. Mr. Bannerman to advise each Support office of holding back posture from filling vacancies prior to 15 May review of ceiling situation.
3. Mr. Bannerman to discuss PATB testing with Messrs. Tietjen and Wattles, 1400 hours, 11 March.
4. Mr. Wattles to submit proposed briefing for summer employees to Mr. Bannerman on matters of beards, hair do's, etc.
5. Mr. Bannerman to look into proposed policy and procedural papers on transferring of overseas returnees to components' Development Compliment without ceiling.